



Request for Proposals

Services to Furnish &
Provide Turnkey
Installation of
Electronic Kiosks &
Software

City of Gulfport
Date: 02-23-2012



**Purchasing Department
1410 24th Avenue
Gulfport, MS 39501**

February 23, 2012

**Request for Proposals
For
Services to Furnish & Provide Turnkey Installation of
Electronic Kiosks & Software**

Gulfport Small Craft Harbor / Jones Park

The City of Gulfport, MS requests qualified individuals and/or firms with experience in furnishing and providing turnkey installation of electronic kiosks and software to submit proposals for same.

I. INTRODUCTION

The City of Gulfport, MS proposes to accept sealed proposals for services of an experienced individual/firm to furnish and provide turnkey installation of electronic kiosks and software for the Small Craft Harbor/Jones Park.

- A. General Information – The site is located on the Gulf of Mexico on the promenade of the Small Craft Harbor, the Harbor Services Facility and potential location(s) around the sidewalk are of Jones Park. The selected proposal will complement and enhance the harbor's existing and future development plans.
- B. The City of Gulfport intends to place 5-7 free standing kiosks at different locations throughout the Small Craft Harbor/Jones Park area. The proposed location(s) which are indicated on the attached map titled "Exhibit A".
- C. Electrical diagram is attached, titled "Exhibit B".
- D. These are "non-gaming" sites and all proposed developments must allow for public access and all proposed structures and site designs will be subject to architectural review and approval.

- E. Considerations include but are not limited to the following:
1. Outdoor touch screen kiosk.
 2. Structure and base materials to be appropriate with marine environment, i.e., aluminum construction, stainless steel base.
 3. Finish of electrostatic powder coating or durable materials.
 4. Units COMPLETELY sealed against all elements.
 5. Tamper/vandal proof.
 6. High/Low temperature resistant.
 7. Optical bonding.
 8. Sunlight resistant screens.
 9. Touch Sensor – anti-glare/anti-reflective.
 10. Kiosk Computer – weatherproof and COMPLETELY sealed against all elements.
 11. Weatherproof speakers if applicable.
 12. Solid State heat/cool dual unit.
 13. Wireless network card adapter
 14. Software (built-in) to prevent burn-in, i.e., screensavers.

II. GENERAL GUIDELINES

The following items must be addressed in the proposal in order to be properly evaluated by the selection committee:

A. Installation:

1. Kiosk must not face South West, in so far as this is possible, to avoid the screen having to compete with the strongest sunlight of the day.
2. Power cabling must be provided to meet all applicable outdoor standards.
3. Free standing, adequate foundations are required to ensure resistance to the wind and meet NFIP/code requirements for the City of Gulfport, (IBC2003).
4. The Kiosks must be equipped with high performance protection and grounding.

B. Vandal Resistant:

1. Physical strength of the casing is a primary concern in order to avoid tampering/vandalism.
2. Robust touch screen.
3. Durability of the peripheral devices if applicable.
4. Security of the locking structure for the access door.
5. Lock must be tamper proof.
6. Alarm system (door opening sensors, cameras, infra-red detectors), if applicable.

C. Thermal Control:

1. Units must have appropriate and effective thermal control.
2. Outdoor Kiosks require proper systems that are applicable and appropriate to their location, climatic cycles, high or low ranges of operating temperatures (including both heat and cold).
3. How do you plan to control air condition and/or heating systems?

D. Exposure to the Sun:

1. What are some safeguards and/or solutions when locating a Kiosk outdoors and the exposure to the sun or rather its orientation in relation to the sun?

E. Humidity:

1. Outdoor Kiosk must be water-tight, but should allow for air circulation.
2. How will the relative humidity be controlled?
3. Do you plan to use an internal dehumidifier?

F. Pollution:

1. Units must be designed and manufactured to be highly resistant to attacks by acids and other contaminants but also to the highly corrosive salt attacks due to the proposed locations.

G. Maintenance:

1. Provide a maintenance schedule in order to reduce repair costs.
2. If poor quality components are used, the maintenance costs are very high and it is best to ensure that the components used are of good quality.

H. Local Regulations:

1. Compliance with local planning and zoning regulations.

I. ADA Compliance:

1. ADA standards must be followed.
2. Braille presentation as well as advanced audio assistance system required.

J. Electromagnetic radiation regulations:

1. Proposer must follow EMC (electromagnetic radiation regulations).

K. Software to manage Kiosk and content:

1. Proposer to provide software, hardware, and training to develop and manage kiosk content. Each kiosk is to be managed and updated wirelessly.
2. Software is to provide.
3. Activity Reporting - allowing you to monitor the kiosks' usage.
4. Scrolling info feeds - display weather, headlines, or customized information.
5. Kiosk analytics - tracks every screen tap and every action performed by the kiosks.
6. Content control - each kiosk has a unique ID, specific content can be pushed to each kiosk.
7. Managed bandwidth - insure Kiosks are displaying content properly.
8. Content approval - draft versions pending approval by an administrator.
9. Remote access - to manage performance of Kiosk.
10. Media Support - all common audio, video and flash formats.
11. Network - Schedule when players can utilize network resources, control bandwidth utilization.

L. Proposer will need to address how development and management software is licensed (per user, per machine, open license, etc.).

M. Warranty

1. All equipment and labor need to be warranty for at least two (2) years.

N. Alternate Features:

1. Swipe Card Reader – Credit card purchasing.
2. Equipped to utilize QR code technology.
3. GPS – know where kiosks are, in relation to listed destinations, from the kiosk, and customize directions based on kiosk's location.
4. Keyboard/touch screen vandal resistant.
5. Printer for printing coupons, directions, maps, etc.
6. Motion detectors set to trigger specific functions, switching from digital signage, displaying specific ads or activating animations.
7. Public Wi-Fi.
8. All equipment and software necessary to push Wi-Fi for public use from the Harbor Services building and utilizing equipment in the Kiosk as possible relay/ repeaters.
9. Must be able to provide content filtering, usage tracking and logging.
10. Can be configured to be either open or password protected access.
11. Have capability for self-registration.
12. Have capability to add banners or ads to browsing sessions.
13. The City of Gulfport will be responsible for providing the internet connection.

III. PROPOSED FORMAT

A. Technical Proposal

NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION

1. Technical Approach – Proposers are required to describe the procedures and methods that will achieve the required outcome of this project.
2. Project Management – Describe how the project will be organized and managed. Include the anticipated use of subcontractors and/or vendors. Describe the resources necessary to accomplish the purpose of the project.
3. Organizational Qualifications – Describe your experience, capabilities and other qualifications for this project. List references with contact information from jobs of similar size and scope.

COST PROPOSAL

THIS PAGE MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE

B. Cost Proposal

The cost proposal **must be** submitted in a separate, sealed envelope with the responder's name and the title of the RFP clearly identified on the outside of the envelope.

Place: Office of Procurement, 1410 24th Avenue, Gulfport, Mississippi, 39501

Date: _____

Proposal of: Professional Services to Furnish & Provide Turnkey Installation of Electronic Kiosks & Software

(_____), organized and existing under the laws of the
Company/Firm name

State of _____, doing business as _____.

**To: City of Gulfport
1410 24th Avenue
Gulfport, MS 39501**

Gentlemen, in compliance with your invitation for proposals for:

**Professional Services to Furnish & Provide Turnkey Installation of Electronic Kiosks &
Software
FOR THE CITY OF GULFPORT, MISSISSIPPI**

Having examined the proposal documents, and scope of work, we do hereby propose to provide professional services and meet and satisfy all requirements and duties in accordance with the contract documents and at the price stated below. This price is to cover all expenses incurred in adequately and properly performing the work and services required under the contract documents, of which this proposal is a part.

\$_____ /KIOSK
\$_____ - Alternate feature _____
\$_____ - Alternate feature _____
\$_____ - Alternate feature _____
\$_____ - Alternate feature _____
\$_____ - Alternate feature _____
\$_____ - Alternate feature _____
\$_____ - Alternate feature _____

Proposer acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

IV. CRITERIA FOR SELECTION

The following selection criteria are examples of areas that can be used as the basis for the evaluation of proposal. The criteria are listed should be in order of importance.

1. The proposers experience in equipment operating in marine environment
2. Costs for equipment/software
3. References
4. Quality and responsiveness of proposal

V. CONTRACT ADMINISTRATION

1. Project Manager

The City of Gulfport will designate a Project Manager to coordinate this project for the City. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Manager. The duration of performance to complete the project is 120 days from notice of award.

2. Expenses of Preparing Responses to this RFP

The City of Gulfport accepts no responsibility for any expenses incurred by the responders to this RFP in the preparation of their responses. Such expenses are borne exclusively by the responders.

3. Submittal Instructions

Proposals must be submitted in One (1) original, Five (5) copies and one (1) digitally converted copy to the Purchasing Office, 1410 24th Avenue, Gulfport, MS 39501, no later than 10:00 a.m. on March 30, 2012, after which time they will be delivered to the Selection Committee. Any proposal submitted after the date and time as noted will be returned unopened.

Each proposal will be evaluated for full compliance with the RFP instructions to the offeror and the mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of the City.

All proposals submitted under this RFP shall become the property of the City of Gulfport and will not be returned

4. Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of ninety (90) days from proposal submission deadline, and must be so marked.

5. Acknowledgement of Addenda

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged by signing and returning the addenda form. Acknowledgements must be received no later than the proposal due date. If acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the Governing Authority.

VI. AWARD OF CONTRACT

A selection committee will review and rate all proposals and may determine an interview list of the firms whose proposal are highest rated based on qualifications and information provided in Section III., Proposal Format and Section IV., Criteria for Selection.

Interview listed firms will be scheduled for oral presentation to the selection committee, not to exceed one hour's duration, responding to questions from the selection committee relevant to the firm's proposal.

The selection committee will then rescore all interview-listed firms based on the information submitted and oral interview, and will compile a new list ranking those firms. After all rating is completed, the committee will open cost proposals of only the final short listed firms and will include the cost proposal information along with its recommendation to the Administration and City Council, who will make the final decision as to award of Contract.

Authorizations

Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.

Contract Period

The contract period shall be from the date of award (anticipated to be May 8, 2012) through (May 7, 2013), with options to renew, at the Governing Authority's discretion, for up to three (3) additional years in one (1) year increments (four years total). Written notice of intent to renew shall be required.

Cancellation

The City may terminate this contract at any time without cause, in whole or in part, upon giving the (insert firm/individual) a thirty (30) day written notice. Upon such cancellation, the (insert firm/individual) shall immediately cease services at the conclusion of the thirty (30) day notice period. The City shall be liable and responsible to the (insert firm/individual) only to the extent of work already performed. Should services be unsatisfactory or untimely, the City shall have the right to cancel the services immediately pursuant to a written notice that identifies the failure to the (insert firm/individual). Cancellation shall not release the OFFEROR from legal remedies available to the City.

Disqualification of Proposer

Although not intended to be an inclusive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proposer and the rejection of his proposal:

1. Evidence of collusion among proposers.
2. Lack of competency as revealed by either financial statements and/or experience as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default or termination on a previous contract for failure to perform or otherwise.

Questions

Questions regarding this RFP should be directed to the Purchasing Office by email: cdebenport@gulfport-ms.gov or facsimile (228) 868-5705, *not less than ten (10) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

Direct Contact

Direct contact with any City employee, including the Governing Authority, on the subject of this proposal, is strictly forbidden. Violation of this paragraph will result in disqualification of your proposal.

Trade Secrets/Proprietary Information

Trade Secrets or Proprietary information submitted by an, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Mississippi Freedom of Information Act; however, the, offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not "proprietary" or "confidential".* They are considered public information.

Please mark one:

() **No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.

() **Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information. If **YES**, please list the *page numbers* **and** the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled "PROPRIETARY INFORMATION" in **red** ink at the top and bottom center of each page.

Do Not Mark the Whole Proposal Proprietary

The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements.

For the purposes of this subsection, “A drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Complete the following information and return the form with your package.

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

☐

SBE

☐

MBE

☐

WBE

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$_____

Total **MBE** Dollars to be Sub-contracted \$_____

Total **WBE** Dollars to be Sub-contracted \$_____

- 3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

Minimum Insurance Requirements

Professional Liability:	\$1,000,000	Each Person
	\$3,000,000	Total Aggregate
Workers Compensation:	\$500,000	Each Accident
	\$500,000	Each Employee Disease
	\$500,000	Policy Limit Disease

VENDOR INFORMATION

Contact Information - please provide the following information:

Company/Firm Name	
Authorized Representative	
Address (Primary Office)	
Address (Other Office(s))	
Phone Number	
Facsimile Number	
Email	
Website (if available)	

“Projected Timetable”

Description	Date
Advertisement	February 23, 2012 & March 1, 2012
Pre-proposal conference	March 12, 2012 at 10:00 a.m.
Questions in writing cut-off	March 19, 2012
Proposals due	March 30, 2012
Distribute to selection committee	March 30, 2012
Grading by selection committee	April 13, 2012
Contract negotiations and placement on agenda for council approval	May 08, 2012